

From: 200 Workcenter Supervisor
To: U. R. SUPERSTAR (Name/Rate)
Via: Quality Assurance Officer

Subj:

Ref: (a) OPNAVINST 4790.2
(b) SECNAVINST 5510.36
(c) NAVAIR 00-25-100
(d) TYCOM TPL Instruction

1. Assignment: You are hereby assigned the billet of Workcenter PRI (Primary/Alternate Dispersed Technical Publications Librarian (DTPL). You are directly responsible to the Workcenter Supervisor in the performance of this duty. You shall be required to maintain this position a minimum of six months, and shall perform the duties of DTPL as outlined below.

2. Description: The DTPL responsibilities include, but are not limited to:

- a. Maintain the workcenter's library in a complete and current status per references (a) through (d).
- b. Maintain an up-to-date, readily accessible listing (Location Listing produced by the TPL program) of all publications held within the workcenter and the location of each.
- c. Ensure publication binders are maintained in accordance with reference (c).
- d. Incorporate all changes into publications.
- e. Surrender to the CTPL any publications received from other sources, including commercial/contractor publications.
- f. Identify reason for and correct discrepancies discovered during workcenter quarterly audits within two working days.
- g. Attend quarterly training given by the CTPL.
- h. Train workcenter personnel on proper use of publications and assist in locating the required technical information.

3. Detachment Publications:

- a. Procedures and processes established for DTPLs are applicable to detachment libraries.
- b. Ensure detachment libraries are audited in accordance with references (a) and (c)
- c. Upon return from detachment, ensure the detachment library is inventoried by the CTPL.

4. I have read and understand the above listed duties and accept the related responsibilities.

Member's Signature U. R. Superstar Date 27 Feb 01

Figure 1. Dispersed Technical Publications Librarian Billet Description Assignment Form
(Sheet 1 of 2)